



United States Bankruptcy Court
Central District of Illinois
Career Opportunity

Position: **CASE ADMINISTRATOR**

Vacancy Announcement Number: 2008-03

Location: **Springfield, Illinois**

Salary Range: CL23/24/25 – Starting from \$29,461-\$36,022, depending upon experience and education, with potential to \$58,567

Date Posted: October 3, 2008

Closing Date: October 24, 2008

The U.S. Bankruptcy Court in Springfield, is one of 30 Springfields in the United States. However, Springfield, Illinois is unique. Springfield was the home of one of the most beloved historic figures in the world, President Abraham Lincoln. Today, Springfield, as the state capital, has a well-developed economic base and the community is recognized as a leader in the fields of health care, services and education. Springfield is strategically located northeast of St. Louis, MO and southwest of Chicago, IL. The diverse community has an approximate population of 111,454. Springfield is home of several public and private high schools, two community colleges, and Springfield campuses of the University of Illinois and Southern Illinois University School of Medicine. The court employs 36 staff, 4 Judges and chambers staff, with divisional offices in Peoria and Danville, Illinois. Come and experience Springfield and the Lincoln tradition!

Position Overview

The Court is committed to attracting professional and qualified candidates. The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitors the completion of the required procedural steps, verifies the accuracy of documents filed using the CM/ECF (Case Management/Electronic Case Filing) docketing system and performs docketing, file review, noticing, administrative and clerical tasks as well as other duties as assigned.

Representative Duties

Opens cases upon receipt of initiating documents or verifies accuracy of cases electronically filed by attorneys. Reviews and processes orders. Reviews documents for accuracy and completeness and insures all entries are appropriately linked.

Monitors Daily Activity Report, Deadlines/Hearings Report.

Acts as a liaison to attorneys using ECF. Responds to questions. Assists attorneys with step-by-step filing instructions. Assists pro se filers with bankruptcy questions and documents.

Staffs the main bankruptcy phone lines and answers public inquiries on case status, availability and location of bankruptcy records, and general bankruptcy procedures.

Prepares and processes notices for mailing or electronic notice. Enters orders, including discharge of debtor, and processes them for mailing or electronic notice.

Prepares cases for closing by such actions as examining files to ensure that all necessary orders were entered and proceedings completed, reviewing case files and case dockets for accuracy and completeness. Makes an entry in the electronic case file closing the case.

Additional Preferences

To qualify for this position a person must also demonstrate that s/he possesses:

- High level reading comprehension.

- Exceptional organizational skills, particularly priority and time management capabilities.

- The ability to exercise initiative in handling problems encountered while performing assigned duties.

- The ability to work both independently and as part of a team.

- Unquestioned integrity and a positive, "can do" attitude.

Qualification Standards

The successful candidate must be a high school graduate or equivalent and must possess a minimum of 2 years of general experience. A Bachelor's Degree is preferred. Requires one year specialized experience equivalent to work at CL-23 to qualify for CL-24 and two years specialized experience, including at least one year equivalent to work at CL-24 to qualify for CL-25. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Benefits

Employees of the U.S. Bankruptcy Court are entitled to benefits which include participation in:

- Federal Employees Retirement System

- Thrift Savings Plan

- Federal Employees Group Life Insurance

- Federal Employees Health Benefits

- 10 paid legal holidays per year

- Annual and Sick Leave Program

Optional participation in:

- Flexible Benefits Program

- Long-Term Care Insurance

- Private Long-Term Disability Plan

This position is subject to mandatory direct deposit of federal wages.

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after a background investigation. Applicants must be U.S. citizens or eligible to work in the United States.

Application Process

Qualified candidates should submit an AO78 (Standard Application Form) available on-line at www.ilcb.uscourts.gov, resume, copies of last two performance evaluations, and a copy of college transcripts to:

U.S. Bankruptcy Court
Attention: Confidential No. 2008-03
226 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

Applications for this vacancy must be received by close of business October 24, 2008.

Due to the volume of applications received, the Court will only communicate with those applicants selected to be tested or interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The U.S. Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

An Equal Opportunity Employer
